



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO P5110.6B  
MRP-3  
16 May 02

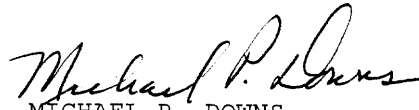
MARINE CORPS ORDER P5110.6B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS UNIT MAIL ROOMS AND MAIL DISTRIBUTION CENTERS STANDARD  
OPERATING PROCEDURES (SHORT TITLE: MARCORMRSOP)

Ref: (a) DoD Postal Manual  
(b) MCO 5600.31\_

1. Purpose. To provide further instructions to reference (a) concerning the operation of Marine Corps Unit Mail Rooms (UMR) and Mail Distribution Centers (MDC).
2. Cancellation. MCO P5110.6A.
3. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed. The procedures for the operation of MDC(s) has been incorporated into this Manual.
4. Recommendations. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commandant of the Marine Corps (MRP-3) via the appropriate chain of command.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.

  
MICHAEL P. DOWNS  
By direction

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OPERATING PROCEDURES (SHORT TITLE: MARCORMRSOP)

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## RECORD OF CHANGES

[illegible]



MARCORUMRSOP

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2	ADMINISTRATION
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## MARCORUMRSOP

### INTRODUCTION

0001. PURPOSE. The timely and accurate delivery of mail is paramount in maintaining good morale throughout any unit. This Manual provides the Commander with the information needed in order to operate and properly maintain an efficient unit mail room (UMR) and/or mail distribution center (MDC).

#### 0002. STATUS

1. The policies outlined in this Manual are applicable to all Marine Corps activities that maintain a UMR or MDC.

2. Any deviation from instructions contained in this Manual must be authorized by the CMC (MR).

0003. SCOPE. This Manual prescribes policy and procedures for the processing and delivery of both personal and official mail for Marine Corps UMR(s) and MDC(s).

0004. RESPONSIBILITY. The currency, accuracy, and modification of this Manual are the responsibility of the CMC (MRP-3). Commanders of Marine Corps activities are responsible for the timely entry of changes and physical maintenance of their copies of this Manual.

0005. ALLOWANCES. Missing pages will be obtained by requisitioning the basic manual or pertinent change(s) per the current edition of reference (b).

#### 0006. ORGANIZATION

1. This Manual is organized in chapters using Arabic numbers, which are sequentially listed in the overall contents page.

2. Paragraph numbering is based on four digits. The first indicates the chapter, the next three, the general paragraph, and the number of combinations that follow the decimal point, the appropriate paragraph; e.g., 4002.2a refers to chapter 4, paragraph 2, and subparagraph 2a.

3. Pages are numbered in separate series by chapter, with the chapter number preceding each number; e.g., the fourth page of chapter 2 is shown as 2-4.

0007. CHANGES. Changes to this Manual are encouraged and should be submitted to CMC (MRP-3), via the chain of command. Changes will be numbered consecutively, and entered accordingly on the Record of Changes page provided for that purpose.

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CHAPTER 1

GENERAL INFORMATION

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# MARCORUMRSOP

## CHAPTER 1

### GENERAL INFORMATION

#### 1000. PROCEDURES

1. Commanding officers shall ensure all eligible personnel receive proper mail delivery service. These instructions apply only to letters and parcels delivered through the U.S. Postal Service (USPS), Military Postal System (MPS), and UMR/MDC(s) herein referred to as mail.

2. All commands operating a unit mail room (UMR), or (MDC) shall use this Manual for standardized mail processing, distribution, and delivery procedures. This Manual amplifies the information contained in reference (a) and is the authority for Marine Corps UMR and MDC operations.

#### 1001. DEFINITIONS

1. Accountable Mail. A general term used to describe mail that provides special services: express, registered, certified, numbered insured, and return receipt for merchandise, delivery confirmation and signature confirmation.

2. Assistant Unit Postal Officer. Officer, Warrant Officer, Staff Noncommissioned Officer or civilian employee (GS-6 or above) designated in writing by the commander to assist the unit postal officer in the supervision of the UMR/MDC.

3. Back stamp. A date stamp applied to the back of a piece of mail to indicate the date of receipt.

4. Depredation. An act of unlawfully tampering with mail with the intent to steal, damage, or in any way prevent the timely and secure delivery of mail.

5. Mail Distribution Center (MDC). A secure area where mail delivery is accomplished through assigned mail receptacles or section mail call.

6. Marine Corps Mail Room (MCMR). Mail rooms operated by Marine Corps postal clerks who, in conjunction with civilian U.S. postal clerks, provide postal support and are located in the same building. Civilian U.S. postal clerks provide all financial operations, accountable mail control, mail dispatch, and receipt points for the MCMR. Marine Corps postal clerks provide mail delivery, directory service, and official mail control points for the MCMR.

7. Marine Corps Postal Clerk. A Marine who receives formal training and is officially designated (MOS 0161) on DD Form 2257 (Designation/Termination MPC-FPC-Cope-PFO) to perform postal functions in the operation of a Military Post Office (MPO). Postal clerks will not be assigned to perform UMR or MDC duties.

8. Military Post Office (MPO). Post offices operating as an extension of the USPS by armed forces personnel to serve and perform all postal functions for designated military bases.

9. Official Mail. Any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Additionally, mail that has an official return address, uses a government agency's indicia, contains a military title in the address, or is addressed to the "Commandant of the Marine Corps", "Commanding General", "Commanding Officer", "Commanding Officer of \_\_\_\_\_", or the Officer in charge is considered official mail.

10. Ordinary Mail. All mail that is not classified as accountable mail.

11. Postal Inspector. A Marine Corps postal officer MOS 0160 or enlisted MOS 0161, members of the Inspector General of the Marine Corps (IGMC) team, or major command inspection teams (MarForLant/Pac), Commanding General Inspection Program (CGIP) or installation postal team, for the purpose of conducting audits and inspections of MPO(s), PSC(s), Official Mail Management Programs (OMMP), UMR(s), MDC(s), within their AOR.

12. Postal Officer. A Marine Corps officer assigned MOS 0160 who manages installation MPO operations, conducts audits, and investigations on any command related postal matters.

13. Unit. Any Marine Corps organization or activity that operates a UMR or MDC for providing delivery of mail.

14. Unit Mail Clerk. An individual designated by proper authority to perform mail handling duties in the operation of a UMR or MDC.

15. Unit Mail Orderly. An individual designated by proper authority to pick up mail from the UMR or MDC and deliver it to the addressee.

16. Unit Mail Room (UMR). A properly secured room or enclosure established at a battalion, squadron, or separate company level which serves as a place for mail clerks to handle, process, and deliver mail to mail orderlies or other authorized personnel.

17. Unit Postal Officer. An Officer, Warrant Officer, Staff Non-Commissioned Officer or civilian employee (GS-6 or above), designated in writing by the unit commander to supervise the operation of the UMR or MDC.

1002. MAIL SERVICE. The commanding officer will ensure personal mail is properly delivered to the members of the command. The receipt of personal mail through the UMR or MDC is restricted to personnel residing in military barracks where USPS does not deliver mail. Marines residing in military housing or in off-base quarters where USPS delivers are not authorized to receive personal mail through the UMR/MDC, and may not use their military address to receive bank statements, credit card invoices, or magazine subscriptions, however, installation commanders may grant exemption when considered necessary for the timely delivery of mail. Recently transferred personnel may use their military address until they establish permanent quarters, however, they should notify correspondents of a permanent address within 90 days after joining the command. Any mail received after the 90 day period will be returned to the sender or forwarded to the service member's residence with an appropriate endorsement.

1003. RESPONSIBILITIES

## 1. Commanding officers shall:

a. Provide adequate space and equipment necessary for proper mail handling and security, and ensure mail clerks and mail orderlies have sufficient time to perform their duties.

b. Report and take action on postal offenses and losses per the DoD Postal Manual.

c. Appoint individuals in writing to receipt for all official mail.

d. Appoint a unit postal officer and an assistant unit postal officer by either letter or unit special order.

## 2. The unit postal officer or assistant postal officer shall:

a. Ensure mail clerks and mail orderlies receive proper training prior to assuming mail handling duties.

b. Ensure mail is properly handled and delivered in a timely manner.

c. Ensure the UMR/MDC is operated in compliance with this Manual.

d. Conduct weekly unannounced mail room inspections.

e. Notify the commander and serving post office of all suspected or known postal offenses or losses.

f. Verify daily that all official accountable mail (Express, Registered, Certified, Numbered Insured, Return Receipt for Merchandise Mail) has been properly delivered by initialing PS Form 3883 (Firm Delivery Receipt).

g. Control and secure duplicate keys or combinations to the UMR/MDC.

h. Issue and revoke all [DD Forms 285](#) (Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly) and maintain [DD Form 2260](#) (Unit Mail Clerk/Orderly Designation Log). These forms can be obtained through local supply channels.

i. Ensure the mail directory file cards and mail processing records are properly maintained.

j. Attend training prior to assuming Unit Postal Officer & Assistant Unit Postal Officer duties.

## 3. Unit mail clerks shall:

a. Operate the UMR/MDC per this Manual.

b. Safeguard mail in their possession.

- c. Ensure entry to the UMR/MDC is limited to authorized individuals.
  - d. Perform directory service on all undeliverable mail and return it to the servicing post office at the next mail call.
  - e. Attend training prior to assuming mail handling duties.
  - f. Back stamp all mail that is received in the UMR/MDC to show a date of receipt.
  - g. Ensure official mail is delivered to the addressee or to the authorized agent designated in writing by the commanding officer to receipt for official mail.
  - h. Report known or suspected postal violations to the Unit Postal Officer or the Assistant Postal Officer.
4. Unit mail orderlies shall:
- a. Pick up mail at specified times and safeguard it at all times.
  - b. Ensure personal mail is delivered only to the addressee or an authorized agent. Delivery to addressee's OIC/NCOIC for subsequent delivery is not authorized.
  - c. Official mail will be delivered to the addressee or to the authorized agent authorized by the commanding officer to receipt for such mail.
  - d. Return all undeliverable mail to the UMR the same day as receipt with supporting documentation stating why it could not be delivered. (i.e. leave, TAD, etc.)
  - e. Report known or suspected postal violations to the unit postal officer or the assistant postal officer.
  - f. Attend training prior to assuming mail handling duties.

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CHAPTER 2

ADMINISTRATION

SECTION 1: GENERAL PROCEDURES

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CHAPTER 2

ADMINISTRATION

SECTION 1: GENERAL PROCEDURES

2100. MAIL HANDLING ORDER. All commands operating a UMR/MDC must publish mail handling instructions that provide personnel with sufficient information about local mail service. These instructions, at a minimum, will include the following:

1. The correct and complete mailing address used by personnel attached to the command.
2. The location and hours of operation of the UMR/MDC, and servicing post office.
3. The location and collection hours for outgoing mail receptacles.
4. Mail call hours and mail distribution procedures.
5. Instructions for using OPNAV 5110/5 (Change of Address Card).
6. Information about security of mail and postal effects.
7. Procedures to establish a classified material screening point.
8. Nonmailable Items
  - a. Any article or material that can harm people or property.
  - b. Liquor.
  - c. Obscene matter.
  - d. Libelous matter.
  - e. Lottery materials or any written or printed matter intended to swindle or defraud.
  - f. Subversive matter.
  - g. Concealable firearms or dangerous martial arts weapons.
9. Procedures for handling mail for personnel temporarily absent from the command.

2101. MAIL ROOM NO ADMITTANCE EXCEPT TO AUTHORIZED PERSONNEL. All UMR/MDC(s) will prominently display on or near the entrance to the UMR/MDC a sign indicating "MAIL ROOM NO ADMITTANCE EXCEPT TO AUTHORIZED PERSONNEL" with the hours of operation and an example of a correct mailing address for the command. (See figure 2-1).



2102. SPACE AND EQUIPMENT. All UMR/MDC(s) will be constructed per Chapter 3 of this Manual and contain enough space to accommodate a desk, computer, filing cabinet, mail sorting case, bag rack and an area to process mail unencumbered. Only U.S. mail, postal records, and essential furniture will be in the UMR/MDC. Personal items such as cassette/CD players, television sets, video games will not be permitted in the UMR/MDC. The UMR/MDC will not be used to store other gear that is not related to the delivery or processing of mail. The UMR/MDC will be kept clean, neat, and organized in an orderly manner.

2103. PROHIBITIONS. Mail clerks will not open, read, or store personal mail addressed to them in the UMR/MDC.

2104. UMR/MDC INSPECTIONS

1. The unit postal officer/assistant postal officer will conduct weekly inspections using the current edition of the AIRS Checklist. Inspections will be conducted unannounced and at random so as not to establish a trend when inspections are accomplished.
2. The command postal officer, MPO supervisor of the serving postal facility, or a command designated representative (if no MPO supervisor is in the area) will conduct unannounced inspections of all UMR/MDC(s) served by the command at least quarterly, using the AIRS Checklist. All UMR/MDC(s) receiving a non-mission capable rating during a quarterly inspection will be inspected monthly until they receive at least two consecutive ratings of "mission capable." Marine Corps mail rooms operated by Marine Corps personnel in conjunction with a civilian post office shall be inspected annually.
3. Personnel augmenting an IGMC inspection team or other designated USMC inspection teams may inspect UMR(s), MDC(s), MCMR(s) and MPO(s) as directed. In addition to Marine Corps inspectors, USPS postal inspectors may also inspect UMR(s), MDC(s), MCMR(s), and MPO(s) on request from or on approval of the responsible commander.
4. Proper identification is required prior to granting access to mail handling areas.
5. Inspector-Instructor staffs, officer selection offices, and recruiting stations that do not maintain UMR/MDC(s) will not be inspected by an IGMC team as a UMR/MDC. IGMC inspectors should only include the inspection of Official Mail Management procedures for these types of units and review the procedures of personal mail delivery if the unit receives personal mail.

2105. POSTAL INSPECTOR. A Marine Corps postal inspector will be identified by a NAVMC 11157 (Marine Corps Postal Inspector Identification Card). This NAVMC card will be issued to all Marine Corps postal personnel who inspect mail handling facilities and military post offices. The back of the card will identify the major commands to be inspected and assigned inspection responsibilities. Postal inspectors should retain the NAVMC 11157 card on their person at all times until they are relieved as postal inspectors. NAVMC 11157 can be obtained from the CMC (MRP-3).

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CHAPTER 2

ADMINISTRATION

SECTION 2: DESIGNATION PROCEDURES

2200. GENERAL. The unit postal officer or assistant unit postal officer shall use a [DD Form 285](#) (Appointment of Military Postal Clerk, Unit Mail Clerk, or Orderly) to designate all mail clerks and orderlies within their command. The unit postal officer and assistant unit postal officer will be designated in writing by the commanding officer. If a unit postal officer/assistant postal officer is actually involved in handling mail then they will also complete a [DD Form 285](#). Unit postal officers, assistant unit postal officers, mail clerks, and mail orderlies will receive mail handling training prior to assignment to mail handling duties.

2201. MAIL CLERK AND ORDERLY DESIGNATIONS. The command will keep the number of designated mail clerks and orderlies to a minimum to allow efficient and effective handling and delivery of the mail. A minimum of two mail clerks and orderlies should be appointed per each unit or section.

1. DD Form 285 (Figure 2-2). Three original [DD Form 285](#)'s shall be prepared for each mail clerk. One will be retained in the UMR, one will be provided to the servicing MPO or local USPS, and the mail clerk will retain one copy with him/her at all times when performing mail handling duties. Two [DD Form 285](#)'s will be prepared for each company/section mail orderly. One copy will be retained in the UMR/MDC, and the mail orderly will retain one copy with him/her at all times when performing mail handling duties. Mail clerks/orderlies will also have with them their DD Form 2/CAC (Armed Forces ID Card) for active duty personnel or appropriate additional identification for civilian personnel when performing mail handling duties. [DD Form 2260](#), figure 2-3 (Unit Mail Clerk/Orderly Designation Log) may be used as a substitute for the copy of the [DD Form 285](#), that is retained in the UMR/MDC.

Prepare the [DD Form 285](#) as follows:

- a. Block 1 - Effective date (actual date the card is signed by the appointing official).
- b. Block 2 - Disregard date revoked and assign an accountable number of the card (e.g., 2-01 or 002-01 per figure 2-2).
- c. Block 3 - Last name, first name, middle initial.
- d. Block 4 - Rank/Pay Grade.
- e. Block 5 - Social Security Number.
- f. Block 6 - Title (Mail Clerk or Mail Orderly).
- g. Block 7 - Organization (Mail clerks) or section (Mail orderlies).

h. Block 8 - Unit address.

i. Block 9 - Indicate the mail pickup authorization. Mail clerks and orderlies are only authorized to pickup "PERSONAL (except accountable)", "OFFICIAL (all)", or "OFFICIAL (except accountable)" mail. They are not authorized to pick up "PERSONAL (all)" mail. The appointing official will also initial each section to validate the authorization.

j. Block 10 - The MPO will use the All-Purpose Date Stamp to validate all DD Form 285's for mail clerks. This block will be left blank for orderlies who pick up mail from the UMR/MDC and the appointing official's initials in block 9 will validate the card. When mail clerks are revoked, a letter of revocation with a copy of the DD 285 card will be provided to the servicing post office.

k. SIGNATURE OF APPOINTING OFFICIAL - The unit postal officer or assistant unit postal officer will sign each DD Form 285, in the signature of appointing official block.

l. SIGNATURE OF APPOINTEE - The mail clerk or orderly will sign each DD Form 285, in the signature of appointee block.

m. When a mail clerk is relieved of duty, a letter of revocation will be provided to the servicing post office with a copy or their DD Form 285. An appropriate entry will be entered into the DD Form 2260 showing revocation.

n. When a mail orderly is relieved of duty, an appropriate entry will be made in DD Form 2260 indicating revocation and all copies of their DD 285 cards will be destroyed.

2. DD Form 2260, (Unit Mail Clerk/Orderly Designation Log)

a. DD Form 2260, which can be obtained through your local supply channels, is used to record all mail clerk or orderly appointments. All information on the log, including the appointing official's signature, must coincide with information contained on the DD Form 285. When the individual is authorized to receipt for accountable mail, an asterisk, or some other notation, is placed in the left margin.

b. DD Form 2260 will be retained for two years from the last revocation date on the log and may be retained in the UMR/MDC for administrative purposes. Figure 2-3 shows a properly completed DD Form 2260.

c. The mail clerk is responsible for the maintenance of DD Form 2260 and the postal officer will ensure the accuracy of DD Form 2260 on a weekly basis.

d. DD Form 2260 may be used as a substitute copy of DD Form 285 and maintained in the UMR/MDC.

2202. TRAINING. Commanding officers will ensure that unit postal officers, mail clerks and mail orderlies are knowledgeable in all aspects of mail handling operations and properly trained in their responsibilities prior to designation. Commands may use locally developed military postal programs, correspondence courses from DoD Activities, or Marine Corps Institute to accomplish this requirement.

<b>MAIL ROOM</b>		
<b>NO ADMITTANCE</b>		
<b>EXCEPT TO AUTHORIZED PERSONNEL</b>		
<b>MAIL CALL</b>		
<b>DAILY</b>	<b>SATURDAY</b>	<b>SUNDAY &amp; HOLIDAYS</b>
<b>0800 - 1600</b>	<b>N/A</b>	<b>N/A</b>
<b>THIS NOTICE IS TO BE ATTACHED TO MAIL ROOMS</b>		
CPL JOEY L MARINE 24TH MEU (SUPPLY) PSC BOX 20083 CAMP LEJEUNE NC 28542-0083		

Figure 2-1. -- (Mailroom No Admittance Except to Authorized Personnel).

<b>APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY</b> <i>(See Instructions on Reverse)</i>		1. DATE EFFECTIVE  <b>011004</b>	2. DATE REVOKED  <b>2-01</b>
3. NAME OF APPOINTEE <i>(Last, First, Middle Initial)</i> <b>Smith John W</b>			
4. NAME OR GRADE  <b>LCpl</b>	5. SSN  <b>012345678</b>	6. TITLE OF APPOINTEE  <b>Mail Clerk</b>	
7. ORGANIZATION/ACTIVITY  <b>MCCDC</b>		8. APO, MPO, OR CONUS INSTALLATION  <b>Quantico VA</b>	
9. <b>MAIL AUTHORIZED TO RECEIVE</b> <i>(Check and Initial)</i>		10. THIS FORM MUST BE VALIDATED BY THE SERVING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL <i>(ALL)</i> <input type="checkbox"/>	OFFICIAL <i>(Except accountable)</i> <input type="checkbox"/>		
PERSONAL <i>(Except accountable)</i> <input checked="" type="checkbox"/> PO Int.	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL <i>(ALL)</i> <input checked="" type="checkbox"/> PO Int.	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <i>Postal Officer</i>		SIGNATURE OF APPOINTEE <i>John W. Smith</i>	

DD 285 S/N 0102-LF-002-9201

EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

Item 6. Indicate the correct title of the appointee: Military Postal Clerk, Unit Mail Clerk or Mail Orderly

Item 7. State the exact activity, i.e., Sq Gp, Ship's Name, BN, CO, BSO, NCO Club, Exchange, Official Center, etc

Item 9 & 10. Appointing official will check box and initial by each type of mail appointee is authorized to receive. Validating official will enter his initials in lower right hand corner.

Signature of Appointing Official - I have appointed the individual named to receive mail indicated addressed to the specific organization/activity shown. When this appointment is terminated, I will (1) Notify the agency through which mail is received, (2) Destroy DD 285 returned by the individual, and (3) Complete Item 2 (DD 285) on the Unit File Copy and retain it for the period specified in the applicable service's regulation.

Signature of Appointee - I have studied the instructions in applicable regulations, manuals and other directives, and am thoroughly familiar with my responsibilities and duties. I will carry this authorization whenever I am engaged in mail handling duties and return it to the appointing official when I am relieved of mail handling duties.

Figure 2-2. -- DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk/Orderly)

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[illegible]

DD FORM 2260 (JAN 82)

E-Form(DD Form 2260.xls) Rev 20000426

Figure 2-3. -- DD Form 2260 (Unit Mailclerk/Orderly Designation Log)

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CHAPTER 3

SECURITY

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FIGURE

3-1	PS FORM 3977 (DUPLICATE KEY ENVELOPE).....
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# MARCORUMRSOP

## CHAPTER 3

### SECURITY

#### 3000. GENERAL

1. Unit mail clerks and section mail orderlies shall safeguard mail in their possession at all times and may be held liable for failure to handle mail properly. The UMR/MDC will be locked when the mail clerk is not present.

2. The following are minimum structural requirements for a UMR/MDC located in a permanent structure:

a. All locks and door hinges will be mounted inside or in such a manner to prevent easy removal. Spot welding the door hinges is highly recommended to prevent easy access.

b. All windows will be barred or covered with heavy wire mesh to prevent easy access from the outside.

c. Walls and ceilings will be constructed to prevent forcible entry.

d. Receptacles (if used) will be installed to prevent access to or from other receptacles or a customer service window.

3. When conducting training in the field or in a deployed environment, every effort will be made by the command to provide 24-hour security to the mail.

3001. ACCESS. Only authorized personnel are allowed to enter the UMR/MDC (e.g., commanding officer, executive officer, postal officer, inspectors, and supervised working parties). The mail clerk must verify identification and authorization of all personnel prior to allowing entry into the UMR/MDC and must remain there until all authorized personnel conclude their business and depart.

#### 3002. CONTROL OF KEYS OR COMBINATIONS

1. Postal officers will determine which mail clerk will be issued the key or combination to the UMR/MDC.

2. The mail clerk authorized a UMR/MDC key will possess only one key and safeguard it at all times. The mail clerk will sign a key log indicating they have been issued a key to the UMR/MDC.

3. The duplicate key or combination to the UMR/MDC shall be sealed in a plain envelope or a PS Form 3977 (Duplicate Key Envelope) (Figure 3-1), which can be obtained through your servicing post office and kept in a safe controlled by the postal officer or a representative designated by the commanding officer. The mail clerk holding the original key and the postal officer will both sign across the back flap of the envelope and endorse the front of the envelope to

show its contents and date sealed. Prior to sealing the duplicate key in the key envelope, ensure the key works properly. A new envelope will be prepared whenever the duplicate key or combination is used.

#### 3003. TRANSPORTING MAIL

1. Commands shall transport all mail to and from the servicing postal facility area in a closed-body military vehicle equipped with lockable doors. If such a vehicle is unavailable, mail clerks or orderlies will ride in the compartment with the mail or at least maintain visual contact with the mail. If the situation arises that a military vehicle is not available, the unit may request authorization to use a privately owned vehicle. The request will be made by the unit postal officer and approved by the servicing post office.
2. USPS equipment will only be used to transport mail, excluding oversize pieces. USPS equipment will be returned to the servicing post office when not needed to accomplish the mission of the UMR/MDC.

#### 3004. SECURITY OF MAIL AND POSTAL RECORDS

1. The privacy of mail and mail records shall not be violated. Mail clerks and orderlies shall not break the seal of any mail matter nor are they to release any information about mail or mail records. Requests for information will be referred to the unit postal officer.
2. Personal addresses of all personnel are privileged information and will not be divulged to anyone except in the course of official business. Mail clerks will refuse all telephone inquiries and "third party" requests for personal addresses.

#### 3005. HAZARDOUS MAIL TRAINING

1. Security of mail and mail handlers is paramount. Lessons learned from the September 11th bombing of the World Trade Center has prompted the MPS to create an active role of all mail handlers to identify suspicious mail. As such, training all mail handling personnel to identify hazardous mail and how to ensure its safe handling is directed. Post office personnel will coordinate with local hazardous material personnel, law enforcement and fire department officials, and medical personnel to ensure training of all mail handlers is accomplished annually. Training at a minimum will be focused on detection of mail bombs, isolation of packages, evacuation procedures, and identifying biological and chemical hazardous mail. Personnel to be trained are postal clerks, unit mail clerks, section mail orderlies, and official mail sections.
2. Supplemental mail handling instructions will be provided by DoD, HQMC and USPS as incidents occur.

3006. EMERGENCY DESTRUCTION OF MAIL AND POSTAL EFFECTS

1. Destruction plans of all Marine Corps Activities operating UMR/MDC(s) shall include instructions for disposing of mail and equipment in emergencies involving danger or capture, as follows:

a. When sufficient advance warning is received:

(1) deliver to addressee or dispatch mail on hand to the nearest postal facility by the safest and most expeditious means available, and

(2) suspend operations and transport mail handling effects and supplies to a safe area.

b. When there is insufficient advance warning, emergency destruction of mail shall take place in the following order:

(1) official registered mail,

(2) directory service records,

(3) other accountable mail,

(4) all remaining mail,

(5) other records, equipment, mail sacks, furniture, etc.

2. If possible, the postal officer and assistant postal officer will witness the destruction of mail handling effects. When the assigned postal officers are not available, witnesses should include two officers when possible, or one officer and one senior enlisted person, or two enlisted personnel of any grade.

3. Personnel conducting emergency destruction shall submit a list of items destroyed to the CMC (MRP-3) within 48 hours.

EMPLOYEE (Print Last Name, First Name and Middle Initial)				<p>INSTRUCTIONS: After enclosing the duplicate keys, the employee to whom assigned and the witness to the sealing of the envelope by the employee shall sign across both flaps on the back of the envelope. A distinct and legible postmark should be affixed across both envelope flaps. Envelope containing duplicate keys shall be assigned to the appropriate supervisor, who will be held personally responsible for their protection.</p> <p>If necessary to temporarily withdraw keys for use by the employee to whom assigned, this envelope shall be opened by the employee in the presence of a witness, endorsed by both, dated and preserved. When the keys are returned, the opened envelope should be discarded and a new envelope prepared.</p> <p>If necessary to have access to a receptacle assigned to an employee absent from duty, the supervisor responsible for the duplicate key will withdraw the keys from this envelope in the presence of one of the designated witness, and each will endorse this envelope to show data and reason for withdrawing the keys. An inventory of the credit thus made accessible shall be made and certified by the supervisor, or other designated employee, and the witness and maintained by the supervisor together with the opened envelope. (See Section 378, Handbook F-1).</p>
OPERATING UNIT				
EQUIPMENT	NO.	NO. KEYS	SERIAL NO.	
CASH DRAWER				
STAMP CABINET				
SAFE COMPARTMENT				
ENVELOPE DRAWER				
DESIGNATED WITNESS (Print)				
1.				
2.				

PS Form 3977  
 Oct 1979

DUPLICATE KEY ENVELOPE  
 3977

Mail Clerk Signature & date	Postal Officer or Asst PO Signature & date
-----------------------------	---

Figure 3-1. -- PS Form 3977 (Duplicate Key Envelope).

MARCORUMRSOP

CHAPTER 4

MAIL HANDLING

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## MARCORUMRSOP

### CHAPTER 4

#### MAIL HANDLING

4000. GENERAL. Mail clerks and orderlies shall safeguard mail at all times and may be held liable for any loss caused by their failure to handle the mail properly.

#### 4001. PERSONAL MAIL

1. The DoD Postal Manual prohibits using Department of Defense personnel and resources to duplicate services that USPS provides. All personnel residing in housing or billeting where USPS delivers mail, will receive personal mail at their quarters. Personally addressed mail is considered official when the address includes a duty title or when sent in an official envelope with the Marine Corps or DoD activity paying the postage. Installation Commanders may grant exception to duplication of services for those service members, who because of their assignment or whose duties prohibit their ability to receive mail daily at their quarters address.

2. Unit mail clerks and orderlies are not authorized to handle personal accountable mail. Mail clerks will pick up a PS Form 3849 (Delivery Notice or Receipt) from the servicing post office and deliver it to the individual or the responsible mail orderly. Individuals are responsible for picking up their own accountable mail and cannot appoint mail clerks or orderlies as agents in this regard. Exceptions to this policy can be made if the unit is located in a remote area where the individual service member does not have access or transportation to the Post Office where the accountable mail is held. Requests for the exception to this policy will be submitted in writing by the unit postal officer to the installation postal officer for approval.

3. Postage due and Collect On Delivery (COD) services are not available in UMR/MDC(s). Mail clerks will handle postage due as regular mail. Should mail clerks received COD mail at the UMR/MDC, they will return this mail to the servicing post office for processing.

4. Mail clerks are required to back stamp all mail upon receipt from the servicing Post Office to reflect a date of receipt.

5. Mail addressed to unit mail clerks will not be opened, stored, or disposed of within the UMR/MDC.

6. Mail clerks and orderlies will give balloting material priority handling.

7. Addressees may refuse mail they do not want. The addressee will write on the front of the envelope or wrapper "REFUSED", sign, and date it. If the addressee declines to make the endorsement, the mail clerk/orderly will endorse it "REFUSED BY ADDRESSEE", sign, date, and return it to the servicing post office.



8. Mail clerks and orderlies will immediately report any mail suspected of containing harmful matter or controlled substances to the unit postal officer and servicing post office.

9. When mail has been opened by mistake, the mail clerk/orderly will instruct the individual to reseal the envelope, endorse it "OPENED BY MISTAKE", and sign it. The mail clerk/orderly will then return the envelope to the servicing UMR/MDC or Post Office for proper disposition.

10. When Marines are temporarily absent from their unit, mail will be handled as follows:

a. Mail for personnel on leave or TAD for 30 days or less will be held in the UMR/MDC unless a forwarding address has been provided by the service member. The UMR/MDC will have documentation showing leave or TAD dates for all mail being held. Upon return from TAD or leave the mail shall be delivered and the documentation will not be required to be maintained in the UMR.

b. Mail for personnel TAD for greater than 30 days will be forwarded until 1 week prior to the designated return date, unless otherwise requested. This allows the individual ample time to effect delivery of the mail being forwarded prior to returning to the unit.

11. Mail for transferred personnel will be handled per Chapter 6 of this Manual.

12. Mail that is received at the UMR/MDC that is open, damaged, or missing contents will be endorsed with the appropriate endorsement by the mail clerk; "received in opened condition", "received in damaged condition", "received without contents", with the date of receipt and the identity of the unit endorsing the article of mail.

4002. OFFICIAL MAIL. Mail clerks and orderlies shall safeguard official mail in the same manner as personal mail. Mail addressed to personnel by title (e.g., CMC, Commanding General, Executive Officer, Adjutant, or "Commanding Officer of \_\_\_\_\_") is considered official mail. Mail received in an official government envelope is considered official mail regardless of the address on the envelope.

1. Official mail shall only be delivered to an authorized agent of the command whom has been designated in writing by the Commanding Officer to receive official mail addressed to that command.

2. Official mail such as MCI mail, master brief sheets, official surveys addressed to the individual Marine as personal mail will be delivered as addressed to the individual Marine whenever possible. These types of official mail for personnel who have transferred will be forwarded to the forwarding address provided or returned to sender with the appropriate endorsement, if no forwarding address was provided.

### 3. Accountable Mail

a. Commanding officers shall designate in writing personnel authorized to receipt for and open official accountable mail. The authorization letter must be signed by the Commanding Officer only and it will contain a sample signature of the individuals authorized to sign for and open official mail addressed to the Commanding Officer (figure 4-1). A single letter may authorize more than one individual, however, any change to the authorization letter will require cancellation of the previous letter and publishing of a new letter. Authorization letters will be maintained for a period of two years after cancellation in the UMR/MDC files.

b. A chain of receipts shall cover all accountable mail from acceptance by the mail clerk through delivery to addressee or authorized agent. The mail clerk must be able to account for all accountable mail either by producing the article or by showing delivery of the article to the addressee or authorized agent.

c. The servicing post office shall prepare PS Form 3883 (figure 4-2) in triplicate and keep the original (white copy) and second copy (pink copy). The original (white copy) will be returned to USPS for signature capture. The MPO or servicing Post Office will retain the second copy (pink copy). The mail clerk will receive the third copy (yellow copy) with the mail piece. The mail clerk will ensure the accountable mail piece(s) are all listed on PS Form 3883 and are in good condition. If the wrapper or container is damaged/torn, the mail clerk will not accept the items until they are repaired and properly endorsed by the servicing post office.

d. Upon returning to the UMR/MDC, the mail clerk will list accountable mail items on PS Form 3883. If a mail clerk is relieved by another mail clerk, the new mail clerk will receipt for the accountable mail by filling out the form in the appropriate blocks and sign for it. The relieving mail clerk will then fill out a PS Form 3883 and deliver the accountable mail piece to an authorized agent.

e. When a return receipt (PS Form 3811) is attached to the accountable mail piece, the mail clerk shall sign and date this form as the authorized agent.

f. Accountable mail shall not be kept overnight in the UMR/MDC. It will be returned to the servicing post office. When accountable mail is returned, the mail clerk will complete a new PS Form 3883 and a postal clerk will sign for the accountable mail.

g. The unit postal officer will verify the delivery of all accountable mail daily to ensure delivery has been made to an authorized agent by initialing the PS FORM 3883 on the day of delivery.

h. Commands are required by paragraph 10-1(3) of OPNAVINST 5510.1g to establish a classified material screening point and must include procedures for screening all registered and certified mail for classified material in the unit's mail handling instructions.

4003. MAIL SERVICE TO CONFINED PERSONNEL

1. Correctional Facility. Mail privileges extended to prisoners confined for disciplinary reasons shall conform to the current edition of SECNAVINST 1640.9. Outgoing mail from confined personnel shall not bear any obvious external indications that the individual is confined in a correctional facility, including the return address. Mail clerks will indicate a box number, building number, or other identification that does not indicate a confinement facility when forwarding mail to prisoners.
2. In Hands of Civilian Authorities (IHCA). Place all mail for personnel confined by civilian authorities into an official mail envelope addressed to the person in charge of the facility and include a letter of explanation from the command. If you cannot verify that the individual is still confined at the facility, include a Business Reply Mail envelope addressed back to the command.

4004. HANDLING MAIL FOR CASUALTIES

1. Under no circumstances will mail for casualties be returned to sender or forwarded to next of kin until absolute verification is received that the next of kin have been notified. Once the next of kin have been notified, the servicing Post Office will forward mail to the next of kin, or return to sender per the wishes of the next of kin. Verification can be obtained from the parent command or the following:

U.S. Marine Corps, Casualty Section, Commercial 703-784-9512  
DSN 278-9512 or 1-800-847-1597

U.S. Navy, Casualty Section, Commercial (901) 874-3202  
DSN 882-4297 or 1-800-368-3202

U.S. Air Force, Casualty Section, Commercial (210) 565-3505  
DSN 665-3505 or 1-800-433-0048

U.S. ARMY, Casualty Section, Commercial (703) 325-7990  
DSN 221-7990 or 1-800-626-3317

This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the next of kin. Once the next of kin have been notified, mail will be returned to sender or forwarded to next of kin per their wishes. In no case will the UMR/MDC personnel write any message on the envelope to indicate that the individual is a casualty.

2. Mail for casualties will be endorsed by the serving Postal activity.

4005. OUTGOING MAIL. Outgoing personal mail shall be deposited in local USPS mail collection boxes or presented to local post offices for mailing. Unit mail

clerks/orderlies will not collect outgoing personal mail or have access to USPS collection box keys. Units that are isolated from the MPO and not serviced by USPS may request a waiver in writing (with justification) to this policy from the serving Installation Postal Officer or local USPS Postmaster to collect outgoing personal mail.

(Organization Heading)	
	SSIC Originator code Date
From: Commanding Officer To: Personnel authorized to receipt and open all official mail to include Official accountable mail  Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN ALL OFFICIAL MAIL TO INCLUDE OFFICIAL ACCOUNTABLE MAIL	
1. You are authorized to receipt for and open all official mail including official accountable mail addressed to the Commanding Officer (name of organization).	
<u>NAME</u>	<u>SIGNATURES</u>
(1) <u>I. M. MARINE</u>	<u>I M MARINE</u>
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____
2. This authority supersedes all previous authorizations.	
<i>I.M. COMMANDING</i> I.M. COMMANDING	
Signed copy to: Unit Mailclerk	

Figure 4-1. -- Sample Letter of Authorization.


United States Postal Service																																																																							
<b>Firm Delivery Receipt for Accountable and Bulk Delivery Mail</b>				1234 5678 9012 3456 7890																																																																			
<input type="checkbox"/> Certified <input type="checkbox"/> COD		<input type="checkbox"/> Delivery Confirmation Service <input checked="" type="checkbox"/> Insured		<input type="checkbox"/> Express Mail <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Registered																																																																			
		<input type="checkbox"/> Return Receipt for Merchandise		<input type="checkbox"/> Signature Confirmation Service <b>H&amp;S BN 01-02</b>																																																																			
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<p>* CODE: DC = Received in Damaged Condition. OS = Officially Sealed. R = Return Receipt Requested. RE = Re-enveloped. RW = Returned to Writer.</p>																																																																							
Date of Delivery May 29, 2001		Received By: (Print Name) <b>I.M. Marine</b>		Postmark - Delivery Office																																																																			
Delivered By: (Clerk/Carrier) <b>Sgt Postal</b>		Signature of Addressee/Agent <b>X I.M. MARINE</b>		<b>APDS</b>																																																																			
Form 3849 Barcode Number (if delivered using scanning option)		N/A		If using handheld scanner option, have recipient sign Form 3849.																																																																			
PS Form 3883, November 1999		102595-00-B-0737		<b>1-Delivery</b>																																																																			

Figure 4-2. -- PS Form 3883 (Firm Delivery Receipt for accountable mail).

Chapter 5

MAIL RECEPTACLES

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5-3	COMPLETED DD FORM 2258 (TEMPORARY MAIL DISPOSTIION INSTRUCTIONS) .....





# MARCORUMRSOP

## CHAPTER 5

### MAIL RECEPTACLES

5000. GENERAL. The delivery of mail through mail receptacles commonly referred to as Mail Boxes or Post Office Boxes is another method Unit Commanders can provide the delivery of mail to their personnel. The procurement, installation, maintenance and operation of these mail boxes is the responsibility of the Unit Commander. Unit Commanders who desire to use receptacles in their UMR or establish MDC will have to coordinate with the Installation Postal Officer to establish addresses that conform to USPS addressing standards. The Installation Postal Officer will provide training and monthly/quarterly inspections of the UMR/MDC(s).

#### 5001. ASSIGNMENT OF RECEPTACLES

1. Only assign receptacles to members of the command authorized to receive mail through the Military Postal System (MPS) or United States Postal System (USPS).
2. Only assign receptacles to members of the command who reside in the barracks or to personnel where the United States Postal Service (USPS) does not provide mail delivery service. Exceptions may be granted to personnel whose duties prohibit receipt of mail at their quarters. These exceptions include, but are not limited to medical doctors, dentists, lawyers, chaplains, or personnel who are legally separated, pending divorce, or other situations where the Commander feels is in the best interest of the command. Receptacles cannot be used to conduct private business under any circumstances.
3. Do not assign the receptacle to more than one person.
4. Rows of receptacles may be closed out if this simplifies casing the mail and the receptacles are not needed. Under normal operations, rows of receptacles are closed out by attrition, rather than reassigning new boxes.
5. Assign receptacles that have not been used the longest first, unless a section or row of receptacles is being closed.
6. Record the member's name, date of receptacle issue, receptacle combination, and the combination change date on a DD Form 2262, "Receptacle Record" (See figure 5-1). An automated version of the DD Form 2262 data may be maintained in a local computer database, provided the data is protected under the conditions of the Privacy Act.
7. Label the rear of each assigned receptacle with the member's name.
8. Provide the combination or key to the member on [DD Form 2263](#), "Mailing Address/Combination Notice" (See figure 5-2). Advise the sponsor to memorize the combination and to read the general instructions on the form. The combination will not be given to anyone other than the member.

#### 5002. MAINTENANCE OF RECEPTACLES AND RECEPTACLE RECORDS

1. When installing receptacles, coordinate the number of the boxes with the servicing postal activity to ensure the numbers and addresses are not duplicated and are within USPS addressing standards.
2. Do not make major repairs to receptacles. Facility Engineers are responsible for repairs.
3. When combination or key lock wheels become difficult to turn, lubricate them by placing a small amount of powdered or flaked graphite on the moving parts of the lock.
4. Spot-check the receptacle windows and doors frequently for damage.
5. If a receptacle cannot be secured or if it cannot be repaired within a reasonable amount of time, close it and issue another receptacle to the service member.
6. Maintain a separate DD Form 2262 for each receptacle.
7. File forms for assigned receptacles numerically in an active file.
8. File forms for unassigned receptacles chronologically by closure date in an active file.
9. File forms for unassigned receptacles being closed out numerically in a file marked "Do Not Issue."

#### 5003. CHECKING ASSIGNED RECEPTACLES

1. Check each assigned receptacle at least monthly for excessive mail accumulation, old mail, or non-use. If mail is accumulating in a receptacle and a [DD Form 2258](#) "Temporary Mail Disposition Instructions" (See figure 5-3) has not been filled out, contact the member or the member's command to determine the individual's status.
2. If the member is temporarily or permanently absent, prepare a [DD Form 2258](#) indicating status. If the status is received from a source other than the member (First sergeant, Section OIC, etc.) enter the name and phone number of the source in the special instructions block. Hold the mail until the member provides instructions. Annotate the mail directory file card and process the mail based on the information received (forward, return to sender, etc.).
3. If no information can be obtained to provide disposition instructions and the mail is unclaimed for 30 days, return the mail to sender endorsed "Unclaimed," close the receptacle, annotate the directory file card and all mail received after that point "Moved-Left no Address," and return the mail to the servicing postal activity. Do not reissue a receptacle to a former member unless proof of MPO privilege status is established. Once reestablished, if the sponsor continually fails to claim mail from the receptacle, close the receptacle and provide the mail through general delivery. When providing

general delivery service, advise the individual that the mail must be returned to the sender as "Unclaimed" if it is not picked up within 15 days of receipt at the servicing postal activity.

#### 5004. KEYS AND COMBINATIONS

1. Change the key lock cylinder or combination any time a key or combination is believed to be compromised and when a receptacle is withdrawn.
2. Record the member's name, date of receptacle issue, and the serial number of the key or the combination on the DD Form 2262.
3. Supervisors must ensure that an adequate supply of key lock cylinders are retained where key-type receptacles are installed. Cylinders may be rotated with other separate nests of receptacles; however, do not use a cylinder removed from a nest of receptacles, in the same nest again for at least three months.
4. Activities issuing the receptacle must replace worn, lost, or broken keys to the receptacle without charge to the customer. Retain at least two duplicate keys for each receptacle. The combination entered on the DD Form 2262 is the only combination retained. Keep duplicate keys and combinations in a safe place out of patron's reach.

#### 5005. DELIVERY OF MAIL THROUGH THE RECEPTACLES

1. Only place matter bearing postage or matter authorized by the Military Postal Service Agency (MPSA) or HQMC (CODE MRP-3) in mail delivery receptacles.
2. Compare the name on the mail or matter with the name label on the receptacle before placing the mail in the receptacle. When names do not match, check the mail piece against the directory and process accordingly. Do not deliver mail addressed to "Occupant" or "Resident" of a receptacle number. Endorse it with "Insufficient Address" and return the mail to the servicing postal activity. Mail addressed to the "Commanding Officer of" an individual must be delivered as official mail to the Commanding Officer. Mail addressed to "Commander of a receptacle number", that does not contain an addressee name or unit designation, must be endorsed with "Insufficient Address" and returned to sender.
3. When delivering articles that are too large to fit in a receptacle, store them for easy retrieval. Use PS Form 3907, "Post Office Box Mail Pickup Notice", to notify customers of this mail. Prepare the form the same day the article is received by entering the receptacle number, date, and last name of the addressee on the form. These forms may be laminated to conserve on the number used. Line through previous entries before reusing the forms. These forms may be altered to reflect the hours of operation of the mail distribution point to enhance customer service. Alternate forms and methods of notification may be used to notify customers to enhance the timely delivery of mail.
4. Use [DD Form 2258](#) for marking receptacles of members who are absent temporarily for any reason. Members must sign this form, when possible, to show

the forwarding address or provide disposition instructions for their mail (See Figure 5-3). If a change in status is received from a source other than the member, then note the source on the form and the disposition instructions on the form. The member may designate in writing someone to receive their mail during periods of absence as long as that person is an authorized MPO user. If mail accumulates and will not fit in the receptacle, bundle the mail and follow the procedures outlined in paragraph 3 above.

5. Handle mail for members who are in confinement, UA, or casualties per Chapter 6 of this Manual. Use [DD Form 2258](#) to mark the receptacle, indicating the members status until the receptacle is closed or the member's status changes.

#### 5006. WITHDRAWAL OF RECEPTACLES

1. Remove all mail from the receptacle and process through the directory section.
2. Remove the name label and block the rear of the receptacle with PS Item O-53A, "Closures, Lockbox, Number 1" or other suitable device.
3. Remove the DD Form 2262 from the active file and record the date of the receptacle closure.
4. Change the key lock cylinder or combination and record the key serial number or new combination and the date of the change on the DD Form 2262. The change of locks and or combinations should be done as soon as the box is closed or within five days of closure.

RECEPTACLE RECORD		PS FORM 3801 DATA <input checked="" type="checkbox"/> ON FILE <input type="checkbox"/> NOT ON FILE		RECEPTACLE NUMBER <b>001</b>	
NAME OF RECEPTACLE HOLDER <i>(last, first, MI)</i>	DATE ISSUED <i>(yr, mo, day)</i>	RECEPTACLE COMBINATION	DATE CLOSED <i>(yr, mo, day)</i>	DATE COMB CHANGED <i>(yr, mo, day)</i>	
<b>KING, JOE P</b>	<b>991001</b>	<b>123</b>		<b>990929</b>	

DD FORM 82 JAN **2262** REPLACES AF FORM 1862 WHICH WILL BE USED.

Figure 5-1. -- Sample of DD Form 2262 Receptacle Record.

MAILING ADDRESS/COMBINATION NOTICE	
1. Your Complete Mailing Address Is:	<p><b>PSC 810 BOX 001</b>  <b>FPO AE 09610-0001</b></p>
2. General Instructions:	<p>a. Check your receptacle daily.</p> <p>b. Notify all correspondents and publishers of your correct mailing address.</p> <p>c. Do not allow unauthorized personnel overseas to receive mail through your receptacle.</p> <p>d. Do not place or store items in the receptacle; it is issued only so you can receive mail placed there.</p> <p>e. Promptly advise your local facility of any temporary or permanent change in status, i.e., leave, TDY, TAD, reassignment, etc.</p> <p>f. Any component member of your family who has a valid ID card may be given the receptacle combination or any mail addressed to the family except restricted delivery mail. However, you may state in writing that no member other than yourself is authorized access to the receptacle combination or mail placed therein.</p>
<p>(To avoid compromise of your combination, memorize and destroy this portion.)</p>	
3. Your Combination is:	<b>1 2 3</b>
4. How to Open:	<p>a. Turn dial indicator <del>left</del>/<del>right</del> three times and stop at: <b>1</b></p> <p>b. Turn dial <del>left</del>/<del>right</del> pass first combination number and stop at: <b>2</b></p> <p>c. Turn dial <del>left</del>/<del>right</del> stopping at: <b>3</b></p> <p>d. Turn latch key <del>left</del>/<del>right</del> to open.</p>
DD FORM 82 JAN 2263	REPLACES AF FORM 1852 WHICH WILL BE USED. <small>*U.S. GOVERNMENT PRINTING OFFICE: 1982 - 380-679/283</small>

Figure 5-2. -- Sample of DD Form 2263 Mailing Address/Combination Notice.

TEMPORARY MAIL DISPOSITION INSTRUCTIONS			
-----FOLD-----			
NAME (Last, First, MI) (Print):		RECEPTACLE NUMBER	
KING, JOE P		0 0 1	
STATUS			
<input type="checkbox"/> ADV ASG	<input checked="" type="checkbox"/> LEAVE	<input type="checkbox"/> CONFINED	
<input type="checkbox"/> TDY	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> AWOL	
EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)			
FROM: 99 10 10		TO: 99 12 01	
<input type="checkbox"/> FORWARD ALL MAIL		<input checked="" type="checkbox"/> HOLD ALL MAIL	
FORWARD ONLY			
<input type="checkbox"/> LETTERS	<input type="checkbox"/> PARCELS	<input type="checkbox"/> NEWSPAPERS/MAG	
<input type="checkbox"/> PAYCHECK(S)	<input type="checkbox"/> OTHER (Use Spec Inst)		
COMPLETE FORWARDING ADDRESS:			
SPECIAL INSTRUCTIONS:			
ON LEAVE STATESIDE HOLD ALL MAIL UNTIL MY RETURN.			
SIGNATURE OF RECEPTACLE HOLDER:		DATE (Yr, Mo, Day)	
<i>Joe P. King</i>		99 10 09	
-----FOLD-----			
<b>FOR ADVANCE RECEPTACLE ASGN, LIST NAME OF SPONSOR AND DUTY PHONE IN THE SPECIAL INSTRUCTIONS BLOCK</b>			
<small>DD FORM 2258 82 Jan</small>			
<small>U.S. GOVERNMENT PRINTING OFFICE: 1982-380-079 / 320</small>			

Figure 5-3. -- Sample DD Form 2258 of Temporary mail Disposition Instructions.

# MARCORUMRSOP

## CHAPTER 6

### DIRECTORY SERVICE

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### FIGURE

6-1	COMPLETED NAVMC 10572 (MAIL DIRECTORY FILE CARD) FOR MARINE CHECKING IN.....
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## MARCORUMRSOP

### CHAPTER 6

#### DIRECTORY SERVICE

6000. GENERAL. Accurate and timely directory service is an important mail handling responsibility. Transferred personnel should receive their mail as soon as possible. The individual Marine is responsible for providing current directory file information to the UMR/MDC when checking in and out. The command will ensure all personnel check in and out with the UMR/MDC.

6001. TRANSFERRED PERSONNEL. All Marines being transferred are required to check out with the UMR and provide a forwarding address or instructions on how to handle any mail received after transfer. Failure to do so may result in the delay of forwarding or delivery of their mail. The unit mail clerk shall provide the individual checking into the unit with a change of address card. The mail clerk will send the change of address card to the individual's previous command to update their directory file records.

6002. DIRECTORY FILE SYSTEM. Marine Corps commands will maintain a directory file system for all personnel attached to the unit.

1. Mail clerks shall fill out a Directory File Card ([NAVMC 10572](#)) with information the Marine provides when checking in or checking out. The unit diary is one source document that may be used to extract information to complete the directory file card if the individual service member fails to check in/out of the UMR/MDC. Directory File Cards shall be utilized as follows:

a. When a Marine checks in, enter the following information on the Directory File Card; last name, first name, middle initial, social security number, grade, unit joined from (complete address not required), date, and unit/section to which assigned (or other information necessary to ensure mail delivery). Figure 6-1 shows a properly completed Directory File Card for a newly joined service member.

b. Temporary changes in status are recorded in the appropriate spaces on the Directory File Card. Temporary changes such as temporary additional duty (TAD), sick (SK), unauthorized absence (UA), confinement (CONF), or in hands of civilian authorities (IHCA) are entered when applicable. Leave entries are not required to be entered on the Directory File Card.

c. When a service member checks out, enter the new complete military address, including an estimated date of arrival (EDA), or a complete home address and have the individual Marine sign and date the card. The unit diary number is entered on the card only when the unit diary is used as the source of information. Figure 6-2 shows a properly completed Directory File Card for a transferred Marine.

d. When a change of address card (CAC) is received from a previously transferred individual, the mail clerk will check to see if there is a change to

the forwarding address previously recorded on the Directory File Card. If there is a change in address the mail clerk will write the new address into the "new duty station" block of the Directory File Card if space permits, or write "see CAC," if space is limited. The section of the CAC containing the old unit address, the new address, the signature, and date will be cut out and stapled or taped to the back of the Directory File Card to show the new forwarding address. This procedure guarantees that the source document for the change of address, (including the individual's signature) is retained with the new address information. Figure 6-3 shows a properly completed Directory File Card.

e. All UMR "NO RECORD" First Class Mail (Absentee Ballots, Government Checks, Savings Bonds, Official Credit Card Statements) will be directorized by the serving UMR/MDC using the Marine Corps Total Force System 3270. Post office mail room inspectors and directory sections will ensure compliance. In addition, serving post offices will check all mail identified above to ensure directory service is performed. A UMR/MDC "No Record" mail endorsement will read: NO RECORD 3270, DATE, MAIL CLERK CARD NUMBER, AND UNIT.

f. Deserters. The mail clerk will code the directory file card for destruction when an individual is declared a deserter. The word "DESERTER" is entered in the new duty station block, the desertion date is entered, and the discard date is computed and entered. If the unit diary is used as the source document for this entry, enter the unit diary number in the appropriate block. (See figure 6-4)

## 2. Retention Periods

a. UMR/MDC(s) shall retain the directory file cards for 12 months after detachment of all permanently assigned personnel. The discard date is the month following the month of departure, plus 12 months, and will be entered as shown in figure 6-2. For example, if a permanently assigned Marine departed during October 2000, the discard date would be November 2001.

b. Directory File Cards for personnel in a temporary status that are attached for six months or less will be maintained for three months after the individual's departure. For example, if a Marine has orders to attend a 4-month school and departs in October 2000, the discard date would be February 2001.

c. The mail clerk will purge the directory file cards during the first week of each month and destroy all cards containing a discard date for that month.

6003. READDRESSING MAIL. Mail clerks will endorse all mail requiring directory service as shown in figure 6-5. They will draw a diagonal line through the incorrect portion of the address and place the correct address to the right of the original address, including an EDA if the new address is a military unit. Mail clerks are not to use Permanent Mailing Addresses from the unit diary to forward mail to civilian addresses. If the individual has not provided proper forwarding instructions and a new military address is not available, mail will be returned to the MPO with the annotation, "Moved Left No Forwarding Address".

6004. SOURCES OF INFORMATION TO UPDATE THE DIRECTORY FILE. The individual Marine is responsible for keeping the UMR/MDC informed as to their current status to ensure the timely delivery of their mail. The mail room will still require other source documents to provide information when the individual Marine does not or cannot provide this information. The Unit Diary is the best source document to provide this information due to the complete data the unit diary maintains on the individual Marine. When feasible, the UMR/MDC will be provided a copy of each unit diary to update the directory file cards. The mail clerk will record the date on the copy of the unit diary when it is received in the mail room and the date when the diary has been reviewed and the directory file cards updated. When the unit diary cannot be provided, the command will provide other documentation, such as morning reports that provided all the necessary information to update the directory file cards.

NAME (Last First Middle Initial) <b>Smith, John W</b>	SSN <b>123456789</b>	GRADE <b>LCpl</b>	DISCARD DATE (Mo., Yr.)
JOINED FROM <b>MCB Camp Butler</b>	DATE <b>30 Jun 00</b>	UNIT ASSIGNED <b>Supply</b>	
	UD NO. <b>91-00</b>		
DROPPED (New duty station, home address etc. - complete address with EDA)			
SIGNATURE (required)		DATE	UD NO. (Only if no signature)
<b>MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF)</b> SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.

Figure 6-1. -- Completed [NAVMC 10572](#) (Mail Directory File Card) for Marine Checking in.

NAME (Last First Middle Initial) <b>Smith, John W</b>	SSN <b>123456789</b>	GRADE <b>LCpl</b>	DISCARD DATE (Mo., Yr.) <b>Jul 02</b>
JOINED FROM <b>MCB Camp Butler</b>	DATE <b>30 Jun 00</b> UD NO. <b>91-00</b>	UNIT ASSIGNED <b>Supply</b>	
DROPPED (New duty station, home address etc. - complete address with EDA) <b>EDA 30 Jul 01</b>  <b>H&amp;S Co H&amp;S Bn (Supply)</b> <b>1st FSSG Camp Pendleton, CA 92055</b>			
SIGNATURE (required) <b>John W . Smith</b>		DATE <b>30 Jun 01</b>	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

TEMPORARY STATUS (Tad, SK, UA, Conf, lhca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, lhca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
Room 26 Naval Hospital Camp Pendleton	101-00 31 Jul 00	107-00 2 Aug 00			

Figure 6-2. -- Completed [NAVMC 10572](#) (Mail Directory File Card) for Marine Checking out.

NAME (Last First Middle Initial) <b>Smith, John W</b>	SSN <b>123456789</b>	GRADE <b>LCpl</b>	DISCARD DATE (Mo., Yr.) <b>Jul 02</b>
JOINED FROM <b>MCB Camp Butler</b>	DATE <b>30 Jun 00</b>	UNIT ASSIGNED <b>Supply</b>	
	UD NO. <b>91-00</b>		
DROPPED (New duty station, home address etc. - complete address with EDA) <b>EDA 30 Jul 01</b>  <b>1st FSSG Camp Pendleton, CA 92055</b>			
SIGNATURE (required) <b>John W . Smith</b>		DATE <b>30 Jun 01</b>	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

TEMPORARY STATUS (Tad, SK, UA, Conf, lhca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, lhca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
	<div> <div>Home town, USA zip Code</div> <div>old address (attach Mailing label for publication)</div> <div>H&amp;S Co H&amp;S Bn (Supply)</div> <div>1st FSSG Camp Pendleton, CA 92055</div> <div> <div>Signature John W . Smith</div> <div>Date 010701</div> </div> </div>				

Figure 6-3. -- NAVMC 10572 - Information from Change of Address Card (CAC).

NAME (Last First Middle Initial) <b>Smith, John W</b>	SSN <b>123456789</b>	GRADE <b>LCpl</b>	DISCARD DATE (Mo., Yr.) <b>Aug 02</b>
JOINED FROM <b>MCB Camp Butler</b>	DATE <b>30 Jun 00</b> UD NO. <b>91-00</b>	UNIT ASSIGNED <b>Supply</b>	
DROPPED (New duty station, home address etc. - complete address with EDA) <b>Deserter (010730)</b>			
SIGNATURE (required)		DATE <b>010730</b>	UD NO. (Only if no signature) <b>55-01</b>
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
UA	010630 UD NO 22-01				

Figure 6-4. -- Completed NAVMC 10572 for a person Declared a "Deserter."



Ms. J.W. Smith  
14 Bravo St.  
Anytown, CA 99999-0000



LCpl J.W. Smith  
~~H&S Co H&S BN~~  
Camp Lejeune NC ~~28542-0125~~

EDA 30 July 2001  
H+ svc Co H+ svc Bn (SUPPLY)  
Camp Pendleton, CA  
92055-0000

Figure 6-5. -- Sample Mail Requiring Directory Service.